



Safety

## AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL SAFETY, FIRE PROTECTION, AND HEALTH (AFOSH) PROGRAM

**AFI 91-301, 1 June 1996, is supplemented as follows:**

2.5.5.1. Each HQ AETC staff agency, numbered Air Force (NAF), and wing will coordinate proposed directives containing Occupational Safety and Health Administration (OSHA) guidance with HQ AETC/SEG and HQ AETC/SGPB before publication.

2.5.5.5. This evaluation will be conducted during quality Air Force assessments (QAFA).

2.5.5.7. Base-level functional managers are group commanders and chiefs of major functional areas, such as Chief, Services Division; Chief, Security Police; etc.

2.5.5.11. Base ground safety managers (GSM) will maintain a log of all OSHA visits. For citations issued to AETC activities, document items listed in the basic instructions. For contractors or non-AETC units, record only date and activity visited. Forward a copy of the visit log to HQ AETC/SEG through your numbered Air Force NLT 1 November annually.

2.7.3. Students attending technical training courses must receive safety orientation at their first assignment to a training wing. Officer Training School (OTS) students, Health Professional Orientation Course (HPOC), Military Indoctrination of Medical Services (MIMSO), and Air Force Commissioned Officer (AFCOT) for law and chaplain officers receive training at Maxwell AFB. Air Force Reserve Officer Training Corps (AFROTC) students receive orientation during annual AFROTC field training. Air Force occupational safety and health (AFOSH) orientation training must include:

- Management and general knowledge of AFOSH standards and other Air Force safety, fire prevention, and occupational health guidance.

- Hazard reporting and hazard abatement.
- AFOSH inspection.
- Mishap investigations.
- Reporting of injuries and illnesses that occur on the job.
- Employee appeal procedures.

**NOTE:** Class rosters are the only documentation required.

2.9.2. Wing safety staffs inspect AAFES facilities (patron areas only). They provide safety consultant service as requested.

2.9.12. The safety manager designates (in writing) high-interest areas based on a realistic appraisal of actual risks, past mishap experience, and results of previous inspections.

2.10.1.21. (Added)(AETC) Assist base contracting in establishing requirements and evaluating compliance with occupational health aspects of contract operations on AETC installations. See paragraph 9 of the basic instruction.

2.10.2.8. (Added)(AETC) Investigate employee claims of occupational illness.

2.11.3. When the hazard abatement action includes preparation of AF Form 332, **Base Civil Engineer Work Request**, the functional manager will coordinate the work order with the safety, fire, or health official, as

appropriate, who will provide a risk assessment code on the work request.

2.13.12. (Added)(AETC) Provides a review of Federal Employees Compensation Act (FECA) Committee action at the quarterly AFOSH committee meeting.

2.14.9. Notify military public health if the individual is from a work center that requires training in the Air Force Hazard Communication Program so he or she can be scheduled for such training.

2.14.19. (Added)(AETC) Ensure statements of work (SOW), statements of need (SON), and performance work statements (PWS) are reviewed by the safety staff prior to processing by contracting.

7.1. The chief of safety or GSM will brief newly assigned squadron commanders and functional managers within 30 days on their responsibilities as outlined in paragraph 2.14 of the basic instruction. In addition, the briefing should include an overview of the unit's safety program.

7.2. Flying training instructors at flying training bases, technical training instructors, and Air Force Institute of Technology (AFIT) training instructors who do not supervise are exempt from attending the Supervisors Safety Training (SST) course until they occupy a supervisory position. Students are also exempt.

7.2.3. The wing safety office issues AF Form 1256, Certificate of Training, to persons completing the SST course. Have persons who have completed the SST course give their supervisors a copy of AF Form 1256 for posting to their AF Form 55, **Employee Safety and Health Record**, or AF Form 971, **Supervisor's Employee Brief**.

7.3.1. Completion of the SST course satisfies this training requirement.

7.3.2. All nonsupervisory personnel are required to receive AFOSH training. However, in the training environment, AF Form 55 is not required to be maintained for student personnel if the training syllabus covers required safety items. AF Form 55 or computer products will be verified by signatures. Pilots are considered supervisors and do not need AF Form 55 to document training. **NOTE:** For the purpose of

documentation, supervisors are those who occupy low-risk jobs or command staff positions or manage an organization (MAJCOM, wing, group, squadron, flight, etc.) or functional area. Nonsupervisory personnel are those who do not fall into the above categories or do not write official performance evaluations (officer performance reports [OPR], enlisted performance reports [EPR], or civilian performance appraisals).

7.3.2.1. (Added)(AETC) Maintain a copy of the AF Form 55 and training outline used as a briefing guide for newly assigned workers. The briefing guide should be tailored to the work area. A briefing guide is not required if OSHA training requirements are included in course outlines, course training standards, syllabi, etc., within the training environment.

7.3.2.2. (Added)(AETC) Provide for the manual lifting training outlined in AFOSH Standard 127-46, chapter 2.

10.1. Safety managers will immediately notify the NAF, HQ AETC/SEG, and HQ AETC/SGPB by telephone of DOL or state OSHA inspections. Applicable electronic message reports on the visit will follow.

10.2.1.6. On request, the installation real estate section, in coordination with the staff judge advocate, will provide the commander a list of contractor work areas under exclusive federal jurisdiction.

14.1.4.11. (Added)(AETC) At least once a year, the chief of safety or GSM will brief functional managers on contract safety covered in AFPAM 91-210, *Contract Safety*. Each year bioenvironmental engineering will brief functional managers on the base radiation safety program.

18.3. AF Form 979, **Danger Tag**, or 1118, **Notice of Hazard**, will be posted at the time the hazard is discovered.

18.5.9. Use AF Form 3, **Hazard Abatement Plan**, or any other method for recording, tracking, and closing actions on RAC 4 and 5 hazards.

18.6.5. Each wing safety office will forward their End-of-FY Annual Hazard Abatement Survey to their respective NAF by 10 October of each year. Each NAF will consolidate and forward a survey report to HQ AETC/SEG by 15 October of each year.

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